

## Aspire Job Description

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**Job Title:** DRIVER Category D (PCV) **POSITION ID:**DVR025

**Entity:** **ASPIRE DEFENCE SERVICES LIMITED (ADSL)**

**Location:** Aldershot

**Reports to:** Team Leader

**Key Purpose of the Role:**

- To drive all vehicles commensurate with the appropriate licence category's in a totally professional manner.
- Carry out other additional tasks as directed by the Depot Team Leader/designated responsible person

**Key Responsibilities:**

- Deliver a professional & safe transport service to the customer.
- Conduct themselves in a professional manner at all times as a representative of the company.
- Must show flexibility in working hours and be able to adapt to change.
- Correct completion and handling of tachographs on applicable vehicles.
- Correct handling and completion of company related documentation and all driving documentation, including Vehicle Utilisation Records and Daily Tasking Sheets
- Comply with all current Health and Safety regulations, ensuring the safety of passengers, vehicles and any loads involved.
- Carry out daily vehicle walk around checks on each vehicle driven, in accordance with ADSL Transport Services Procedures.
- Report any vehicle damage or other defects in writing to the appropriate person.
- Refuel, and leave all vehicles in a clean and tidy condition after use.
- Comply with all company policies and procedures
- Wear provided company uniform and Personal Protective Equipment (PPE) commensurate with the task being undertaken.
- Vehicle cleaning and preparation as required.
- Carry out other relevant duties as required by Line Management
- Escort contractors around camp in support of Transport Services.

### Qualifications

#### Essential:

- Current Cat. D Licence (PSV) with no endorsements
- Current Driver CPC Qualification Card

#### Desirable:

- Evidence of training in current Driver CPC period.

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- Current Cat. C or C+E Licence.
- Digital Tachograph Card

### Experience & Knowledge:

#### Essential:

- Basic Knowledge of Drivers Hours and Tachograph Regulations

#### Desirable:

- Previous experience in a driving role within the MoD
- Proven experience of driving in a customer facing role
- An understanding of military/transport processes together with some knowledge of local area may be an advantage

### Skills:

- Ability to communicate at all levels
- Able to demonstrate flexibility
- Identifies customer needs and responds to them.
- Participates as a fully effective team member.
- Applies a win-win approach in dealings with customers and suppliers.
- Demonstrates good customer service ethos.
- Assists colleagues to do things in the best way
- Must be physically fit and have a willingness to work occasional nights away

### Date:

17 Oct 2018